

BILL NO. S-97-03-02

SPECIAL ORDINANCE NO. S-2697

AN ORDINANCE amending Special Ordinance No. S-49-96 fixing the salaries of all members of the Police and Fire Departments of the City of Fort Wayne, Indiana for the year 1997.

WHEREAS, the Fire Department has created the position of Building Maintenance Supervisor.

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

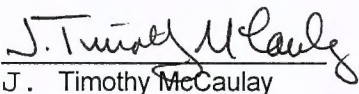
SECTION 1. That Section titled FIRE CIVILIANS of Special Ordinance (S-49-96) is amended to reflect and add the following position:

| | | | |
|-------------|--|--------------------|-----------|
| ADD: | Building Maintenance Supervisor | Labor Grade | 12 |
|-------------|--|--------------------|-----------|

SECTION 3. That this ordinance shall remain in full force and effect from and after its passage and any and all necessary approval by the Mayor and shall apply to all agreements entered only after its effective date.


Council Member

APPROVED AS TO FORM AND LEGALITY


J. Timothy McCaulay
City Attorney (Corporation Counsel)

Read the first time in full and on motion by Crawford,
and duly adopted, read the second time by title and referred to the Committee on Finance, (and the City Plan Commission for recommendation)
and Public Hearing to be held after due legal notice, at the Common Council Conference
Room 128, City-County Building, Fort Wayne, Indiana, on _____
the _____ day of _____, 19____, at _____
o'clock _____ M., E.S.T.

DATED: 3-11-97

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Crawford,
and duly adopted, placed on its passage. PASSED
by the following vote:

| | AYES | NAYS | ABSTAINED | ABSENT |
|-------------------|----------|----------|-----------|----------|
| TOTAL VOTES | <u>5</u> | <u>3</u> | | <u>1</u> |
| BENDER | <u>✓</u> | | | |
| <u>P</u> CRAWFORD | | <u>✓</u> | | |
| EDMONDS | <u>✓</u> | | | |
| HALL | <u>✓</u> | | | |
| HAYHURST | | | | <u>✓</u> |
| HENRY | | <u>✓</u> | | |
| LUNSEY | <u>✓</u> | | | |
| <u>✓</u> RAVINE | <u>✓</u> | | | |
| SCHMIDT | | <u>✓</u> | | |

DATED: 3-25-97

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana,
as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL)

(ZONING), ORDINANCE RESOLUTION NO. S-26-97
on the 25th day of March, 1997

Sandra E. Kennedy ATTEST: Thomas P. Helmke
SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the
26th day of March, 1997

at the hour of 11:30, o'clock PM, M.E.S.T.
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 27th day
of March, 1997, at the hour of 2:00
o'clock P M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR



The City of Fort Wayne

Paul Helmke, Mayor

FORT WAYNE FIRE DEPARTMENT
307 EAST MURRAY STREET
FORT WAYNE, INDIANA 46803

March 7, 1997

Council Member
Fort Wayne City Council
One Main Street
Fort Wayne, IN 46802

REF: FIRE DEPARTMENT BUILDING MAINTENANCE PERSON

Dear Council Member,

I am requesting your approval of the Building Maintenance Supervisor for the Fire Department. This person will be responsible for the repairs of all buildings used by the Fire Department. They will supervise repairs and remodeling projects done by outside contractors. I have included a general job description for this position.

The position is supervised by the Chief of Maintenance and will be supervising at least one other person.

Thank you for your support.

Sincerely,

Steven C. Hinton
Fire Chief

Attachment: job description

BUILDING MAINTENANCE

FIRE DEPARTMENT

Working under the direction of the Assistant Chief of the Fire Shop, incumbent performs general maintenance of all Fire facilities and grounds.

DUTIES/ESSENTIAL FUNCTIONS:

- Inspects work done and recommends work to be done by contractors;
- Writes specifications for station improvement;
- Draws and reads blueprints of floor plans, or diagrams;
- Performs basic plumbing and electrical repairs;
- Installs or repairs conduit, high and low voltage systems, lighting circuits, panels, regulators, emergency power generators, transformers, relays, circuit breakers, switch boxes and related electrical components;
- Inspects and repairs appliances for safe conditions;
- Maintains heating, ventilation and air conditioning systems;
- Operates equipment including trucks and front end loaders;
- Repairs small motors and appliances;
- Performs building repair and maintenance of facilities and equipment with knowledge of use of maintenance tools required;
- Performs assigned duties which requires bending, twisting, climbing and lifting up to 50 pounds on a regular basis;
- Works under adverse conditions including extremes of temperature, humidity, precipitation and fumes;
- Reads, writes and follows written and oral instructions;
- Good communication skills both orally and in writing;
- Climbs ladders;
- Maintains valid Indiana Driver's License, whichever classification is required by law.

MARGINAL FUNCTIONS:

- Assists with the installation or repair of water lines, sewer lines, and fixtures;
- Changes and cleans light fixtures and bulbs and ballasts when needed;
- Maintains equipment and work area in a clean and orderly manner;
- Repairs, changes, or replaces door locks and keys;
- Typical carpentry work would be, but not limited to, cabinet making, remodeling of offices and Fire Stations, roofing, drywall work, structural work, making forms for concrete work, pouring and finishing concrete;
- Organizes project assigned and compiles a materials list;
- Maintains all equipment assigned in a safe operating condition;
- Maintains a clean, personal appearance and good hygiene;
- Maintains work reports and records;
- Basic computer skills;
- Performs additional duties as assigned by the immediate supervisor.

MINIMUM REQUIREMENTS:

- High school diploma or GED;
- Five (5) years of maintenance experience doing basic plumbing, carpentry, electrical work, references required;
- Ability to pass post offer screen for this position;
- Must demonstrate working knowledge of electricity, electronics, plumbing, carpentry and HVAC systems;
- Familiar with tools and instruments used in electrical system maintenance and repair;
- Ability to work from wiring specifications and to diagnose electrical failures;
- Must have knowledge of approved code requirements and safety standards;
- Knowledge of carpentry and general construction methods;
- Knowledge of the operation of various carpentry-related power tools;
- Ability to operate vehicles and other motorized maintenance equipment to accomplish the above duties and operate a one ton truck with standard transmission while pulling a trailer;
- Ability to write project specifications and diagrams to be used by others;
- Ability to provide own set of carpentry and construction hand tools.

DIFFICULTY OF WORK:

Incumbent's work consist of complex varied standardized tasks. Incumbent must possess a thorough knowledge of one trade or working knowledge of a variety of trades and the ability to interpret work instructions and other technical guides; some work planning and layout and practical shop mathematics are necessary. Incumbent performs moderate lifting, pushing, pulling, reaching, bending. Work is performed while in an adnormal sitting or standing position. Manual dexterity is moderate. Effort is exerted regularly for sustained periods. Strain may be intense for frequent or moderate duration. Incumbent has moderate exposure to dust, grease, extreme temperature, noise, inadequate lighting and inclement weather and is exposed to recurring work conditions which involves chance of injury or could result in loss of life.

RESPONSIBILITY:

Incumbent is responsible for a variety of different operations to be able to complete assignments. Light degree of accuracy is required to protect tools, materials and prevent injuries of others. Incumbent works with considerable independence from supervisory controls and makes decision and judgements affecting quality and adequacy of work. Instructions are general only. Incumbent has the authority to deviate from instructions.

PERSONAL WORK RELATIONSHIPS:

Incumbent has daily contact with supervisors, other Fire Department staff to give and receive factual information about work.

SUPERVISION: Incumbent will supervise supply officer.

LICENSE NEEDED: Valid Indiana Driver's License, whichever classification is required by law.

IMMEDIATE SUPERVISOR: Assistant Chief of the Fire Shop

HOURS: 7:00 a.m. to 4:00 p.m.

SALARY: Labor grade 12

EEO CATEGORY: 07

UNION:

WORKER'S COMP CODE: 8380

FLSA: Non-exempt (if union)/Non-Union-Non-Exempt (if not union)

REVISED: 8/30/96, 3/3/97

DIGEST SHEET

TITLE OF ORDINANCE: SPECIAL ORDINANCE

DEPARTMENT REQUESTING ORDINANCE: PUBLIC SAFETY

SYNOPSIS OF ORDINANCE: Amend Special Ordinance S-49-96 as follows:

CREATES THE POSITION OF BUILDING MAINTENANCE SUPERVISOR FOR THE FIRE DEPARTMENT.

EFFECTIVE OF PASSAGE: POSITION IS APPROVED.

EFFECT OF NON-PASSAGE: POSITION IS NOT APPROVED.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS):

ASSIGNED TO COMMITTEE (PRESIDENT):

BILL NO. S-97-03-02

REPORT OF THE COMMITTEE ON FINANCE

JOHN N. CRAWFORD - DONALD J. SCHMIDT - CO-CHAIR
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON FINANCE TO WHOM
WAS REFERRED AN (ORDINANCE) (~~RESOLUTION~~) amending Special
Ordinance No. S-49-96 fixing the salaries of all members of the
Police and Fire Departments of the City of Fort Wayne, Indiana
for the year 1997

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

DS. Schmidt

John N. Crawford
Donald J. Schmidt
Thomas E. Hayburn
Robert A. Berry
Richard J. ...
William P. ...
Charles R. ...

DATED: 3-25-97.

Sandra E. Kennedy
City Clerk